

**Payroll/Personnel System Project Review Team
Action Items from the June 15, 2010 Meeting**

	Action Item	Responsible Staff	Meeting Date	Status/Notes
1	<p>Jeanne Hillock, SI, inquired about Project No. 00333, <i>FD100025 Non-Resident Alien Tax</i>, which is scheduled for implementation in Pay Period 26, 2010. There are 126 non-resident employees at SI. The customer believes the withholding should have started being withheld from the employees' salary since Pay Period 01, 2010.</p> <p>Randy Speed, ADD, agreed to research project timeframe.</p>	Randy Speed, ADD	6/15/2010	Closed. GESD contacted customer and provided a listing of employees that had a citizen code other than U.S. citizen. SI stated that a notification to the employees and recommending that additional Federal taxes be withheld to compensate for this change. GESD also explained that NFC preferred to implement the change at the beginning of the tax year since there was a work around (manual calculation).
2	<p>James Hoebel, DOC, inquired about Project No. 00382, <i>Modify EPP so Employees do not Accidentally Sign Up for Health Savings Account</i>, scheduled for implementation in Pay Period 15, 2010. This project should be considered a community-wide project, not agency-specific.</p> <p>Tony Priola, PCO, will research whether Project No. 00382 should be a community-wide project.</p>	Tony Priola, PCO	6/15/2010	Closed. CY10 PP15. Project was implemented as a Community-wide project.
3	<p>Project No. 00452, <i>HCUP Package 827 NOA Coming into Package</i>, is scheduled for implementation in Pay Period 15, 2010, should be categorized as a HCUP project. The project should be treated as 'exception' only. Nature of Action 872, ADJP, was mentioned in regards to this project.</p> <p>CMB will contact ADD to discuss researching if Project No. 00452, should be treated as an 'exception only.'</p>	CMB/Alicianne Jerome, HR	6/15/2010	Closed - 6-22-10. Project was canceled by NFC because it has been determined that NOA 827 is not an exception action.

**Payroll/Personnel System Project Review Team
Action Items from the June 15, 2010 Meeting**

	Action Item	Responsible Staff	Meeting Date	Status/Notes
4	Jeannie Hillock requested a point of contact at NFC to discuss SCRs. The NFC Dedicated Customer Service Representative will contact Jeannie Hillock to discuss SCRs. Jeannie is requesting that NFC explain each project and provide a brief explanation of system changes.	CMB	6/15/2010	Closed. The Dedicated Customer Service Representative discussed with Jeannie Hillock. NFC will add more descriptive titles as the projects are scheduled. Additionally, the Community-wide FRDs provide project details. For specific information regarding SCRs, customers can contact Tony Priola.
5	Winston Farmer, DOJ, stated that SPR 46109, <i>IRIS screens: 122 and 522 Document not consistent on a specific employee</i> , is not categorized correctly on the SPR report. GESD will research and determine if the SPR is categorized correctly.	Tony Priola, PCO Cherie Landry, SRB	6/15/2010	Closed. 6-28-2010. GESD researched and determined that the SPR was categorized correctly.
6	DaMischa Phillip, DHS, stated Project No. 00319 and 00346 have RESP in the schedule block on the SCR Unscheduled Projects report. Tony Priola, PCO, will research the projects' status.	Tony Priola, PCO	6/15/2010	Closed. Project Number 00319 – The status was resolved with the agency's input. SRB is completing the FRD accordingly.
7	Tony Priola, PCO, agreed to add a footer identifying the acronyms to the SCR Unscheduled Projects report.	Tony Priola, PCO	6/15/2010	Status definitions will be provided on the PRT reports dated 9/3/10.

**Payroll/Personnel System Project Review Team
Action Items from the June 15, 2010 Meeting**

	Action Item	Responsible Staff	Meeting Date	Status/Notes
8	<p>Kathy Orpin, TR, inquired about Project Number 00490, <i>Modify FOCUS Reports to Auto generate Biweekly after BEAR</i>, that it is not listed on the FRD Project report and would like project to be expedited.</p> <p>Tony Priola, PCO, will discuss expediting the project with the NFC Dedicated Customer Service Representative.</p>	Tony Priola, PCO	6/15/2010	Closed. 8/12/2010. Due to other priorities project cannot be expedited.
9	<p>Jennifer Sweet, USDA, inquired about how the internal and community-wide projects are identified on the GESD scheduled and unscheduled reports.</p> <p>Tony Priola, PCO, will review how the categories identifications are made and ensure that the projects are categorized correctly on the GESD scheduled and unscheduled reports.</p>	Tony Priola, PCO	6/15/2010	Closed. Projects are assigned a category during Impact Assessment by the Systems Requirements Branch. GESD has reviewed all scheduled projects' assigned categories through CY11 PP4. We are also examining the current classification and category fields for possible improvements. PCO to present new classification and category definitions to the PRT members soon.
10	<p>Cynthia Simon, DOJ, stated "Emergency" projects do not show on the reports.</p> <p>CMB and Tony Priola, PCO, will discuss handling of "Emergency" projects to minimize impact on customers.</p>	<p>CMB</p> <p>Tony Priola, PCO</p>	6/15/2010	Closed. PCO presents a list of Emergency projects to the CCB every two weeks. CMB, in conjunction with the Applications Branch Chiefs, decide which ones need to be relayed to the PRT. If an Emergency project impacts the community, CMB will notify the customers.
11	<p>Jennifer Sweet, USDA, recommended adding the scope of the projects on the reports to ensure the customer understands the scope. PCO will review the reports to ensure they are descriptive? (This question was related to Project 00250, <i>Issues When Paper Check File is Empty</i> – CY 10 pp15</p>	Tony Priola, PCO	6/15/2010	Closed. As projects are scheduled, NFC will ensure that the titles are more descriptive. Additionally, the Community-wide FRDs provide project details.

**Payroll/Personnel System Project Review Team
Action Items from the June 15, 2010 Meeting**

	Action Item	Responsible Staff	Meeting Date	Status/Notes
12	Jennifer Sweet, USDA, inquired about the scope of Project Number 00417, <i>EPP e-AUTH Synchronization Process</i> . PCO will research the project to determine what it involves.	Tony Priola, PCO	6/15/2010	Closed. 9/10/2010. This project resulted from a C&A finding involving web applications that use cookies. The project is scheduled for resolution in CY10 PP20.
13	Tony Priola, PCO, will have FMO update the listing of outstanding IAs.	Tony Priola, PCO	6/15/2010	Closed. An updated list will be provided at the August 26, 2010, PRT meeting.
14	Tony Priola, PCO, will remove the past due dollar amounts from the from the listing of outstanding IA s.	Tony Priola, PCO	6/15/2010	Closed. IA listings will be segregated by customer and will include dollar amounts.
15	Dawn Hughes-Morris, CMB, will contact Deidre Charlot, PPB and verify the process for counting closed tickets for metrics and confirm the criteria used to calculate the percentage of closed tickets.	CMB Deidre Charlot, PPB	6/15/2010	Closed. In the Call Center, tickets are counted closed only once. If a ticket is reopened, it is not counted again.
16	Kathy Orpin, TR, volunteered to participate in the testing and inquired about the testing dates. Randy Speed, ADD will contact the Treasury POC regarding the testing dates.	Randy Speed, ADD	6/15/2010	Closed. Randy discussed the testing with Treasury. Testing in the UAT environment will begin in CY10 PP21 or 22.